

TennCare Program Coordinator
Status: Executive Service

Agency: Division of TennCare, Member Services Division

Note*:

An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Job Description:

The following positions are under the Appeals Operations Group. These positions will work in the TennCare Contract and Compliance Unit and report directly to a TennCare Executive Administrative Assistant. The TennCare Program Coordinator will try to resolve member's issues by taking the appropriate action when applicable. The TennCare Program Coordinator will process escalations in a timely manner according to the established law, rules, regulations, policies and guidelines. Furthermore, the TC Program Coordinator will document TennCare Member Services eligibility systems, as required by policy and/or procedures. The TennCare Program Coordinator's responsibilities and duties are subject to change per the need of the Division of TennCare.

Qualifications:

- Bachelor's Degree (*preferred*)
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to Kierra.Claiborne@tn.gov by April 8, 2018.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.